



HARASSMENT AND ANTI HARASSMENT POLICY

A-What is harassment?

Harassment is the general name given to unwanted, humiliating, embarrassing and intimidating behavior that can disturb any reasonable person. Examples such as gestures such as touching or pushing, verbal behavior such as name-calling, unwanted jokes, or showing inappropriate pictures or drawings can be included in this category.

Harassment is expressed in many different terms in the legal literature. Depending on the degree of impact of the result, words such as violence, harassment and, more commonly, mobbing, intimidation, abuse and workplace aggression are used synonymously, and the actions they describe are also considered in the same category.

In many countries, laws prohibit harassment related to issues such as language, religion, race, ethnicity, colour, age, gender, marital status, disability, family status and sexual orientation. Although disrespectful behavior that creates personal discomfort is not generally prohibited by law, it may be considered harassment if it is humiliating and degrading.

For example:

- All kinds of unwanted jokes, slander, ridicule, pointing out a fault,
- Explicit or implied words or behaviors regarding a person's body, clothing style, race, language, religion, ethnicity, color, age, gender, marital or familial status, sexual preference, physical or mental disability, an extinguished crime or personal characteristics
- Unwanted, disturbing sexual invitations and requests, persistent demands after the end of a relationship,
- Inappropriate and undesirable sexually explicit, racist and other degrading and humiliating materials
- Written or verbal abusive words and threats

- Verbal jokes or jokes that could hurt or embarrass someone
- Malicious, suggestive, persistent looks
- Uncomfortable physical contact and touches
- Humiliation in front of other employees
- Arrogant and contemptuous behavior
- Abuse of authority by disregarding an employee's performance and threatening his or her career
- Attacking personal belongings
- Physical or sexual assault and harassment

Workplace harassment may not only occur within the boundaries of the workplace. It can also occur during business trips, training and seminars outside the workplace, commuting to work, and any time spent outside the workplace related to work.

Behaviors Considered Harassment

Unwanted Sexual Behaviors

These are aggressive and degrading behaviors related to a person's sexual identity or unwanted, threatening, frightening and intimidating behaviors of a sexual nature.

Behaviors that put a person's sexual identity ahead of job opportunities and position also fall into this category.

Case study;

Questions about a person's sexual life, discussions, touches with a sexual meaning, commenting on someone's sexual attractiveness or frigidity, persistently asking someone out despite rejection, insistent and

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disturbing looks, telling a woman that she belongs at home and not at work, showing or sending writings or drawings containing obscene expressions. In cases of sexual harassment, there is an imbalance of power between individuals and there is an attempt by the powerful party to exert power over the other party. Therefore, it is not surprising that the targets of this type of behavior are women, minorities, disabled people and isolated people.

Abuse of Authority;

If a person uses his authority in a way that threatens, belittles, intimidates, or intimidates the other person, we can talk about abuse of authority. Unless these behaviors cause discrimination, they should not be confused with managerial activities such as discipline, rewarding, and performance evaluation. Although abuse of authority is not generally included in the scope of behavior prohibited by law, some businesses create policies to prevent it.

What is Not Within the Scope of Harassment?

Teasing and pranks that do not hurt the person, all kinds of flirting that occur with mutual consent, romantic relationships, performance reports and disciplinary punishments cannot be considered harassment.

Mutual consent is essential here. Insisting on a behavior despite a person's statement that he or she is uncomfortable, or knowingly insisting on a behavior, or persistent demands following an ending relationship, is within the scope of harassment.

Who can be harassed?

In fact, anyone can be a victim of harassment. However, in some cases, employees may be more vulnerable to harassment.

For example: Workers in lower-paid, non-unionized or informal occupations, workers with visible or invisible disabilities, minorities, workers younger or older than average, etc.

Sometimes combinations of these characteristics can also be a reason for harassment.

B- Anti Harassment Policies

Employees may be afraid to complain, so the workplace needs to have a stance against harassment.

Generally, bosses, managers, and even employees state that harassment is not a problem in their workplace because they do not encounter any complaints about it. However, just because there are no complaints about harassment in a workplace does not mean that there are no problems with it. Employees may experience job loss, exclusion, career damage, embarrassment, fear of revenge, etc. He/she may be afraid to express the harassment incidents with feelings such as. Moreover, employees may worry that they will not be believed in a workplace where discrimination is made based on gender, race, religion, authority, etc.

Cost of Harassment

Harassment has a direct impact on employees and therefore on the profitability of the business. People who are harassed often develop problems that affect their work

productivity, such as ulcers, headaches, insomnia and depression. These people become demotivated and may resign.

Education Raising awareness

Having an anti-harassment policy in the business and raising awareness of all managers and employees about this issue is the first step to prevent harassment cases. Increased awareness helps prevent abusive expressions and behaviors that employees may not have been aware of until that moment. Knowing that the business will not tolerate this issue is very important for reducing harassment.

It is important. In many countries, employers are held legally responsible for preventing harassment in the workplace. For this reason, it is mandatory for the employer to stand behind anti-harassment policies.

C- ACTIONS AFTER THE HARASSMENT INCIDENT

Direct Action

Sometimes people who are harassed can directly dissuade the harasser from verbal or written harassment. However, this does not happen easily, especially if there are large hierarchical or authority differences between individuals, the harasser may not want to talk or may not give up his action even if he receives the message.

Informal Approaches (Unofficial)

Here, the person who is harassed conveys his complaint to the person responsible for this matter in the business, the human resources officer or the manager. The responsible person who listens to the incident can make suggestions to the person being harassed, or even talk to the harasser and warn him that his actions are inappropriate and disturbing, without resorting to any official means.

Mediation

In this method, a neutral mediator talks to the two parties face to face, with their consent, and tries to find a solution by listening to the parties. This person should be an experienced person whom both parties can talk to comfortably.

Mediation is generally a useful method in cases where there is no difference in hierarchical level between the parties.

Additionally, if the harassment is serious and needs to be stopped immediately, mediation may not work, even if it is not preferred.

If the situation is appropriate, mediation may be implemented as an attempt at reconciliation before a formal investigation, with both parties agreeing.

Formal (Written) Complaint

The employee complains in writing about the harassment incident. This paves the way for a formal research. In other words, witnesses, if any, are interviewed, the incident is investigated, precautions are determined and a written decision is reached. In such a case, if confirmed, the type of punishment (apology, warning, wage cut, career reduction or even dismissal) required by the transgressor's action is stated in the internal regulations.

Searching

When the issue comes to a formal level, the business can appoint someone from within or outside the business who is trained in this regard to investigate the issue.

This person interviews both parties and witnesses of the incident, if any, and prepares a report about the incident and presents it to the business management. The report includes the statements of the people interviewed, the conclusion reached by the investigator, and the recommended punishment. The comments of the parties may be listened to again during the preparation of the report.

Based on the findings in the investigation report, the decision about the incident is made by the business management and notified to both parties. In the decision, the researcher's conclusion, the form of the punishment and when it will be applied are written. The research period will be one week.

Before the report and decision are finalized, possible objections and dissatisfaction should be reviewed and reported to the parties one last time. The decision is notified to both parties in writing by the chairman of the disciplinary board.

Unverifiable Harassment Allegations

Bazı durumlarda tacize uğradığını iddia eden kişinin öne sürdüğü şikayetler temelsiz bulunabilir veya taciz kapsamına girmeyebilir. Bu durumda şikayetçinin iyiniyetli davrandığı kabul edilir ise herhangi bir uyarı yapılmaz ve şikayet dosyası kapatılır, yazılı bilgiler ise yok edilir.

D- METHODS TO BE FOLLOWED BY EMPLOYEES WHO HAVE BEEN HARASSED

- 1- Conversation: Try to talk to the other party, explain that what they did (action, behavior, words, etc.) disturbed you, and let them know that you will complain if it is repeated or continues.
- 2- Sharing with the person responsible; Transferring the incident in question to your supervisor, supervisor or department manager and waiting for this person to find a solution, resorting to other methods if the incident in question is beyond your control.
- 3- If you cannot get results from speaking, do not hesitate to report the incident to either the management, human resources, the union chief representative, one of the representatives or the

responsible department head / manager. Do not hesitate to report not only the incidents you have experienced but also the harassment you witness and cooperate with those concerned. In your written notifications, write clearly where, when, how, how often, by whom you were harassed, who was with you at the time, and how you felt.